



John A. Stephen
Commissioner
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Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

FOOD PROTECTION SECTION

29 HAZEN DRIVE, CONCORD, NH 03301-6504
603-271-4589 FAX: 603-271-4859 TDD Access: 1-800-735-2964

APPLICATION FOR ANNUAL FOOD SERVICE LICENSE

Full Legal Name of Owner or Corporation _____ Name of Establishment _____

Location (Street) _____ (Town) _____ (Zip) _____

Mailing Address (If different from above) _____ Email Address _____

Telephone # of Establishment (_____) _____ Emergency Contact Telephone # (_____) _____

Name of Person in Charge at Establishment _____ Fax # (_____) _____

Previous Business Name, if applicable _____

Type of Ownership

- ☐ Sole Proprietorship ☐ Corporation
☐ Joint Venture ☐ Limited Liability
☐ Partnership ☐ Other (Specify) _____

Type of License

- ☐ New
☐ Change of Ownership
☐ Change in License Class
☐ Renewal

Current Establishment # _____

Current License # _____

Seating Count _____

EPA# _____

Town Water Yes No
Town Wastewater Yes No

Class of License - check highest class and class category

- ☐ **Class A (\$500)**
☐ 100,000 units of food/year (1-1)
☐ Food Establishment (FE) with more than 199 seats (1-2)
- ☐ **Class B (\$250)**
☐ retail food store with more than two food prep areas (2-1)
☐ FE with 100-198 seats (2-2)
☐ commercial fish processor (2-3)
- ☐ **Class C (\$200)**
☐ retail food store with one or two food prep areas (3-1)
☐ caterers off-site (3-2)
☐ FE with 25-99 seats (3-3)
☐ bar/lounges - serve alcohol with food prep area (3-4)
☐ commercially process less than 100,000 units food/year (3-5)
☐ packers of potentially hazardous foods (PHF) (3-6)
- ☐ **Class D (\$125)**
☐ FE with 0-24 seats (including but not limited to bakeries) (4-1)
☐ establishments processing food at home (4-3)
☐ fraternities and sororities (4-4)
- ☐ **Class E (\$100)**
☐ bed and breakfast/continental breakfast (5-1)
☐ mobile unit - cook (5-2)
☐ retail store - self services (5-4)
☐ ice cream vendors - scooping (5-5)

- ☐ **Class F (\$75)**
☐ home delivery - PHF (6-1)
☐ mobile unit - prepackaged or NPH unwrapped foods (6-2)
☐ retail food - no food prep area (6-3)
☐ wholesalers/distributors PHF (6-4)
☐ on-site vending machines - PHF (6-5)
☐ bakeries which do not serve PHF / 0 seats (6-6)
☐ establishments which manufacture food at home (6-7)
☐ sellers of prepackaged frozen USDA meat or poultry (6-8)
☐ packagers of non-PHF bulk food (6-9)
- ☐ **Class G (\$50)**
☐ bar/lounges with no food prep area that serve alcohol (7-1)
☐ canteen/theater concessions (7-3)
☐ ice cream vendors - prepackaged ice cream (7-4)
☐ institutions (7-5)
☐ senior meal sites (7-6)
☐ schools (private schools, colleges, state-run schools) (7-7)
- ☐ **Class O (no charge)**
☐ municipality operated schools (8-1)

Payment, payable to Treasurer, State of New Hampshire, must accompany application.

Schedule of Operation (including hours, days, and weeks per year) _____

Signature _____ Title _____

Printed Name _____ Date _____

Do Not Write Below This Line

Date Received _____ Plan Review ☐ Plan Review Check# _____ HeP-2300 ☐ Audit # _____
Check Amount _____ Check# _____ Prov Date _____ S _____ R _____ Final Date _____ S _____

INSTRUCTIONS FOR COMPLETING
APPLICATION FOR ANNUAL FOOD SERVICE LICENSE

1. **Full Legal Name of Owner or Corporation** - provide the full legal name of the owner(s) or the corporation name of the establishment.
2. **Name of Establishment** - provide the full name of the establishment.
3. **Location** - provide location of establishment to include street number, street name, city/town, and zip code.
4. **Mailing Address** - provide mailing address if different than establishment location.
5. **Email Address** – provide Email address if available.
6. **Telephone # of Establishment** - provide the on-site telephone number for the establishment.
7. **Emergency Contact Telephone Number** - provide telephone number for individual who should be contacted in an emergency.
8. **Name of Person in Charge at Establishment** - provide the name of the individual who is in charge at the establishment.
9. **Business Fax Number** - for faxing information
10. **Previous name of business, if applicable** – provide the previous name of the business in the case of a change of ownership.
11. **Type of Ownership** - check the appropriate ownership type of the establishment, if other please specify.
12. **Type of License** - check the appropriate license type.
13. **Current Establishment #** - provide current establishment number if known.
14. **Current License #** - provide current license number if known.
15. **Seating Count** - provide total seating count for establishment.
16. **EPA Number** – water results sampling number
17. **Town Water/ Town Wastewater** - circle yes if establishment has town water or wastewater, no if it does not.
18. **Class of License** - check highest class and class category.
 - Class A (\$500)** Includes food establishments which commercially process more than 100,000 units of food/year and food service establishments with more than 199 seats.
 - Class B (\$250)** Includes retail food stores with more than 2 prep areas; food service establishments with 100 to 199 seats; and commercial fish processors.
 - Class C (\$200)** Includes retail food stores with 1 to 2 prep areas; caterers serving food off site; food service establishments with 25 to 99 seats; bars/lounges that serve alcohol with food prep area; food service establishments which commercially process less than 100,000 units of food/year; and packagers of potentially hazardous food.
 - Class D (\$125)** Includes food service establishments with 0 to 24 seats including but not limited to bakeries; packagers of non-potentially hazardous bulk food; food service establishments which process food at home; fraternities and sororities. (Except those where members prepare their own food.)
 - Class E (\$100)** Includes bed and breakfasts and other lodging facilities serving continental breakfasts; mobile units which cook food; vehicles used for retail sale of food including but not limited to shrimp and fish; food stores that allow self-service of coffee, hot dogs, soft drinks and soft serve; and ice cream vendors which scoop ice cream.
 - Class F (\$75)** Includes home delivery services of packaged potentially hazardous foods including but not limited to pizza, ice cream, meat and poultry; mobile food units including but not limited to those serving pre-packaged food and non-potentially hazardous unwrapped foods only; retail food stores with no food prep areas; wholesaler/distributors of food; on site vending machines which serve potentially hazardous food; bakeries which do not serve potentially hazardous food and have 0 seats; food service establishments which manufacture food at home; or sellers of prepackaged frozen meat or poultry.
 - Class G (\$50)** Includes bars/lounges that serve alcohol; coffee shops with no food prep areas, canteen/theater concessions; ice cream vendors servicing prepackaged ice cream; institutions; and senior meal sites
17. **Schedule of Operation** - provide hours, days, and weeks per year this establishment will operate.
18. **Signature** - provide original signature of establishment's legal owner.
19. **Title** - provide title of establishment's legal owner.
20. **Printed Name** - print full name of establishment's legal owner signing application.
21. **Date** - provide current date.

SUBMITTING YOUR APPLICATION

1. Completed application(s) should be forwarded to the NH Department of Health and Human Services, Division of Public Health Services, Licensing and Regulation Services, Food Protection Section, 29 Hazen Drive, Concord, NH 03301.
2. Payment, payable to Treasurer, State of New Hampshire, must accompany application.
3. Incomplete or illegible applications or applications not accompanied by payment will be returned.

For additional information or for further assistance, please contact the NH Department of Health and Human Services, Division of Public Health Services, Licensing and Regulation Services, Food Protection Section at (603) 271-4589.